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DRAFT

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24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC (SPS) PERSONNEL
- a. GENERAL. Many areas of scientific research and development are critical to the fulfillment of high priority national intelligence requirements, and involve scientific disciplines that are dynamic and evolutionary as evidenced by a rapidly expanding and changing body of knowledge and emerging technologies at or beyond the state of the art. The following sections prescribed the general policies and responsibilities pertaining to the Agency's personnel management and pay administration system for personnel assigned to selected scientific positions associated with areas characterized above.
- b. POLICY. It is Agency policy to attract, motivate, and retain highly competent scientific personnel. Within this Agency pool of scientific personnel resources, a small percentage of such individuals will be governed by the provisions of a management and pay system which provides for a Scientific Pay Schedule and specially designated scientific (SPS) positions.
- c. SPS EMPLOYEES AND POSITIONS. It is expected that SPS employees will be specialists in the sciences of mathematics, electronics, chemistry, engineering, or physics, or the behavioral sciences and will occupy one of the following three categories of SPS positions:
- (1) Scientific advisor to line management of a scientific research and/or development organization that engages in either (a) exploratory research resulting in the discovery of new concepts, phenomena and theories that provide the genesis for the development of new technologies applicable to the intelligence process, (b) application of new technological advances in the design,

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development and fabrication of prototype hardware/software systems, equipment, devices and techniques for intelligence purposes or (c) analysis, evaluation and production of foreign scientific intelligence, or

(2) Team Leader, Project Manager or first line supervisor responsible for the technical management of research projects which are within the framework and totality of an office-wide research program and as characterized in (1) above, or

(3) Combined advisory and technical manager positions with responsibilities related to major scientific programs.

- d. DESIGNATION OF SPS POSITIONS. Each Scientific Pay Schedule (SPS) position will be designated on organizational staffing complements by the normal title and occupational code used for comparable General Schedule (GS) positions, with the prefix "SPS" but excluding GS grade level equivalents, e.g., Physicist SPS-1310.04-00.
- e. PAY RATES. The pay range for personnel assigned or promoted to SPS positions will be from the minimum rate of GS-16 to the highest rate of GS-18. Pay steps within the Scientific Pay Schedule will be equated with pay steps for GS-16 through GS-18 as indicated below:

<u>Scientific Pay Schedule</u>	<u>General Schedule</u>
Steps (1) through (4)	GS-16, Steps 1 through 4
Steps (5) through (8)	GS-17, Steps 1 through 4
Step (9)	GS-18

Pay applicable to SPS step rates will be automatically adjusted on the basis of any future changes in the corresponding GS step rates. There are no prescribed time-in-grade requirements for promotion within the SPS range.

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f. QUALIFICATION REQUIREMENTS FOR SPS POSITIONS.

- (1) Individuals considered for assignment to Scientific Pay Schedule positions must show that they have had at least seven years of broad and significant experience in the major scientific field related to the position, e.g., physics, chemistry, electrical engineering, medical, biological. This experience may have been obtained in Government, private industry, academic institutions, professional societies or organizations, and must clearly show that the individual possesses a comprehensive knowledge of the principles in administering scientific programs or in conducting research or consultation. Factors which are considered are academic background, publications of the applicant, activities in professional societies, general reputation in the scientific field, and present salary.
- (2) At least three years of the total experience must reflect that the individual possesses (a) ability of a very high order to plan, organize, direct and coordinate research or other scientific programs of major importance; or (b) exceptional ability to plan or conduct research or to produce analytical results of a very high order in the specialized branch of the scientific field.

g. RESPONSIBILITIES OF THE DIRECTOR OF CENTRAL INTELLIGENCE. The Director of Central Intelligence will

- (1) establish SPS position ceilings for the Agency and for each Directorate within the overall Agency staff manpower ceiling authorized each fiscal year by the Congress and the Office of Management and Budget.

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- (2) authorize increases in the Agency ceiling for SPS positions with the approval of the Office of Management and Budget;
  - (3) approve establishment of SPS positions within authorized ceiling;
  - (4) approve appointments and assignments to SPS positions;
  - (5) approve promotions from SPS step 4 to step 5 (equivalent to GS-16/4 to GS-17/1) and from step 8 to step 9 (equivalent to GS-17/4 and GS-18/1).
- h. RESPONSIBILITIES OF DEPUTY DIRECTORS. Deputy Directors will
- (1) recommend to the Comptroller estimates of SPS positions and personnel and aggregate pay authorizations required for their respective areas as a part of budget submissions and, when necessary, recommend any revision thereto;
  - (2) recommend appointments and assignments to SPS positions, with desired salary rates, through the Director of Personnel, to the Director of Central Intelligence for approval;
  - (3) recommend promotions from SPS step 4 to step 5 and from step 8 to step 9, through the Director of Personnel, to the Director of Central Intelligence for approval;
  - (4) recommend promotions to SPS steps 2 through 4 and 6 through 8 and submit to the Director of Personnel for approval and processing.
- i. RESPONSIBILITIES OF THE DIRECTOR OF PERSONNEL. The Director of Personnel will
- (1) determine that proposals for SPS positions included in staffing complements (see ) are consistent with the mission and functions of an activity and require personnel with special

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scientific qualifications of a level embraced by the salary structure of the Scientific Pay Schedule;

- (2) assist Deputy Directors in the recruitment and internal selection of qualified personnel to fill SPS positions;
- (3) document and evaluate the qualifications of proposed assignees and candidates for promotion in coordination with the appropriate Deputy Director;
- (4) determine appropriate individual pay rates, placing emphasis on the qualifications and capabilities of the individual as they impact upon the scope and responsibility of duties to be performed;
- (5) ensure that the Directorate ceilings for personnel in SPS positions are not exceeded, and attach a certification to this effect to every request forwarded to the Director of Central Intelligence for approval;
- (6) establish SPS positions on staffing complements upon approval of the Director of Central Intelligence;
- (7) recommend action to the Director of Central Intelligence on all appointments, assignments, pay schedules, and promotions of SPS personnel from SPS step 4 to step 5 and from step 8 to step 9;
- (8) approve promotions to SPS steps 2 through 4 and steps 6 through 8, submitted by Deputy Directors, and process appropriate actions;
- (9) approve intra-Directorate transfers and deletions of SPS positions.

j. RESPONSIBILITIES OF THE COMPTROLLER. The Comptroller will

- (1) review budget submission estimates of scientific personnel requirements to determine consistency with approved Agency

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missions, programs, overall personnel ceilings and budget considerations;

- (2) recommend approval to the DCI of requests for reallocation of SPS ceiling between Directorates. Forward recommendations to the DCI for increases in ceiling for scientific personnel which would be in excess of the Agency SPS ceiling.

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ACTION		DIRECT REPLY		PREPARE REPLY	
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<b>Remarks:</b>  This went out for informal coordination with Comptroller and S&T. [ ] gave me his comments over the telephone (on the copy with Frank in green).  S&T wants to take out one of the big factors... 7 years experience...and I've given it to Frank to take up with Janney.  Once all settled, he'll give to you and we can go to press.  <div style="text-align: right;">Mary</div>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
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